

LOUISIANA PUBLIC SERVICE COMMISSION

PUBLIC RECORDS REQUEST FORM

Step 1: COMPLETE all information in the fields provided. Please type or print. If you have questions, please call (225) 342-4999 or (800) 256-2397 for assistance.

Step 2: SUBMIT completed form by mail or in-person to Brandon Frey, the Executive Secretary and Custodian of Records, LPSC, 602 N. Fifth St. 12th Floor, P.O. Box 91154, Baton Rouge, Louisiana 70821. You may also fax this form to (225) 342-4087 or email to lpscpublicrecords@la.gov with Subject Line "PRR".

Step 3: WAIT to receive an invoice of estimated cost. Once received, send check or money order payment WITH A COPY OF THE INVOICE. If paying by credit/debit card or ACH (fees apply), a separate invoice will be sent via email. COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY THE LPSC.

Date of Request: ____/____/____

Requestor Information:

Name: _____

Organization/Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Requested Documents (please be as specific as possible; attach additional pages as necessary):

Delivery Information (check appropriate box):

- Segregate records for in-person review. To view records on a particular date, please list it here: ____/____/____. You will be notified when the records are ready for review.
- Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE.
- Make copies and mail them to me at the above-listed address. Cost of copies shall be paid IN ADVANCE.
- Fax copies to me. Costs shall be paid for IN ADVANCE. Only requests of 20 pages or less are eligible for faxing.
- E-mail copies to me (fees apply as provided below for this option).

Duplication Fees (Check/money order or credit/debit card/ACH payment – separate fees apply):

- \$0.25 per page
- \$1.00 per page sent via facsimile (only for requests of 20 pages or less)
- \$5.00 per tape for transcription recordings
- \$10.00 per CD copied
- \$5.00 per certification